

November 19, 2004

Cities and Counties
San Francisco Bay Area

Subject: Call for Projects for MTC's 2005 Traffic Engineering Technical Assistance Program

Dear Cities and Counties:

The Metropolitan Transportation Commission (MTC) invites your agency to submit applications for the 2005 cycle of the Traffic Engineering Technical Assistance Program (TETAP). Successful applicants will receive technical assistance and expertise on traffic engineering studies from consultants hired by MTC. The budget for the 2005 cycle is approximately \$225,000 in federal funds. MTC will provide the local matching funds. The maximum grant amount for an individual project is \$30,000.

TETAP's focus is to support a broad range of studies aimed at improving safety and mobility along arterials in the Bay Area, and promoting cooperation and collaboration across agency and modal boundaries. For a sample of the types of projects that have successfully secured funding under the program, refer to www.bayareatrafficsignals.org/downloads/TETAP/TETAP_Projects_2004.pdf. Attachment A, the Program Guidelines, provides detailed information on the focus areas for the Program, goals and objectives, project eligibility, applicant eligibility, project categories and work types, and project evaluation criteria.

Project sponsors will be required to provide staff time to review the consultant's four deliverables (a detailed work scope, schedule, and budget; project data memo; draft report; and final report) in a timely fashion to facilitate project completion by August 31, 2005, unless otherwise approved by MTC.

To apply for 2005 TETAP funds for a project, submit five (5) copies of a letter of interest by 4:00 p.m. on Friday, January 28, 2005 to:

Christina Atienza
Metropolitan Transportation Commission
Joseph P. Bort MetroCenter
101 Eighth Street
Oakland CA 94607-4700

Applications submitted after the above deadline will not be considered.

Letters of interest must include:

1. A statement of the nature of the assistance or expertise requested.
2. Background information on the project, as appropriate for the nature of the assistance requested. For example, for a pedestrian safety improvement project, describe the arterial(s), the nature of the conflicts, pedestrian generators, traffic volumes, collision history, and provide appropriate maps.
3. The scope of the project, including data to be supplied by the agency, data to be collected by the consultant, and analysis required.
4. The amount of funding requested.
5. Contact information for the agency project manager, including e-mail address.
6. If applicable, letters of support from partner agencies.

A sample application for a project that was selected for TETAP participation is included as Attachment B. Agencies will be notified by Friday, February 18, 2005 whether their projects have been selected.

Receipt of a TETAP grant is contingent on the local agency's willingness to enter into an agreement to waive liability on the part of MTC for offering this program and indemnify MTC against any and all third party claims that may result from the agency's participation in the program. A list of agencies that already have such an agreement and are exempt from this requirement is at www.bayareatrafficsignals.org/downloads/TETAP/TETAP_Waiver.pdf. If your agency is not on the list, then attached for your agency attorney's review are a sample of the Indemnification Agreement (Attachment C) and excerpts from MTC's contract with the TETAP consultants pertaining to indemnification (Attachment D) and insurance (Attachment E) requirements. The Agreement is not required to be included with the grant application but will be required within thirty (30) days of notification that the agency has been selected for participation in the program.

We appreciate your interest in this Call for Projects and look forward to receiving your project applications. Feel free to contact Christina Atienza, TETAP Program Manager, at catienza@mtc.ca.gov or 510/817-3221 if you have any questions regarding TETAP.

Sincerely,

Ann Flemer
Deputy Director, Operations

Attachments
AF:CMA

Attachment A – TETAP Guidelines

Program Focus Areas

- **Safety** – identification of safety issues and development of effective strategies to reduce collisions, injuries, and loss of life;
- **Mobility** – development and implementation of strategies to decrease travel time in congested MTS corridors, provide travelers with relatively consistent day-to-day travel times, and provide travel alternatives; and,
- **System Integration** – promote cooperation and collaboration between agencies and across agency and modal boundaries.

Program Goals and Objectives

Goals	Objectives
1 Enhance the safety of travelers along arterial roads.	<ul style="list-style-type: none">▪ Support projects that identify, address, or prevent safety deficiencies on arterial roads.▪ Support projects that promote safety and mobility for the elderly and disabled.
2 Improve the efficiency, reliability, and predictability of travel along arterial roads and the interface between arterial roads and freeways.	<ul style="list-style-type: none">▪ Support projects that increase the throughput of people.▪ Support projects that decrease the number of cars on arterial roads.▪ Support projects that make alternative modes of travel more efficient and convenient.▪ Support projects that reduce starts and stops.▪ Support projects that minimize the impacts of incidents and special events.▪ Support projects that facilitate the orderly movement of traffic between freeways and arterial roads
3 Promote system integration.	<ul style="list-style-type: none">▪ Support projects that increase cooperation and collaboration between agencies and across jurisdictional and modal boundaries.
4 Provide fair, streamlined, and flexible program administration and project management.	<ul style="list-style-type: none">▪ Distribute program benefits throughout the region▪ Support projects that demonstrate a need for consultant expertise and/or assistance▪ Provide high-quality technical assistance in a cost-effective manner▪ Require local agency review of consultant deliverables▪ Use data on number of projects completed within schedule and budget to guide assignment of projects to consultants▪ Support a wide breadth of municipal traffic engineering needs

Attachment A – TETAP Guidelines (continued)

Project Eligibility

To be eligible for TETAP funds, a project must involve a traffic engineering analysis for a facility or facilities that are within the public right-of-way. Projects may be localized or agency-wide, with solutions that may range from site-specific to programmatic. The maximum funding request for a project is \$30,000. Projects that require no more than sixteen (16) hours or \$2,000 of consultant assistance are eligible under TETAP On-Call Services. There is no local match requirement. While there is no maximum number of projects that may be submitted for consideration, it is unlikely that more than two projects will be awarded to the same project sponsor.

Traffic signal coordination projects are eligible for TETAP funding if: (a) they involve typical weekday a.m., midday, and p.m. peak periods for four or fewer intersections; or (b) they involve timing scenarios other than weekday a.m., midday, and p.m. peak periods, such as weekend, holiday, special event, etc. All other signal coordination projects should seek funding through the Regional Signal Timing Program. Capital improvement projects, including software procurement, and those that require special equipment, such as ball bank studies or speed surveys, are ineligible for TETAP funding.

Applicant Eligibility

The applicant for TETAP funds must be a Bay Area government agency that will assume the responsibility of sponsoring the project and is either responsible for traffic or transit operations and safety within the project limits or is authorized to act on behalf the agency or agencies that are responsible for traffic or transit operations and safety within the project limits. The applicant may apply on behalf of other agencies by providing letters of support from those agencies or by having an authorized agent of each partner agency co-sign the application. All agencies that are involved in a project must also: 1) be willing to indemnify MTC; 2) provide staff time to review and approve project deliverables; and 3) commit to completing the project within six months of the award date, unless otherwise approved by MTC.

Project Categories and Work Types

A safety, mobility, or system integration project may fall within one of the following categories:

- Operations – projects that will result in immediate operations or safety improvements or easy-to-implement recommendations, e.g. develop and implement new signal timing plans or crosswalks, localized traffic calming measures.
- Analysis/Evaluation – projects that analyze problems or develop and evaluate strategies, e.g. collision analysis, before and after studies, or developing grant applications.
- Planning – projects that are likely to result in recommendations that are either more challenging to implement or whose benefits may take time to be realized, e.g. traffic signal system upgrades, analysis of safety policies and practices, or development of Smart Corridor operations and maintenance manuals.

Attachment A – TETAP Guidelines (continued)

Appropriate work types include those that require traffic engineering expertise. These may include, but are not limited to:

- Feasibility studies
- Before and after evaluations
- Development of technical information for grant applications
- Concepts of operations
- Conceptual designs
- Traffic operations evaluations
- Transit operations evaluations
- Traffic safety evaluations
- Technology comparisons
- Circulation studies
- ITS studies
- On-Call Services for technical questions

Projects involving preparation of detailed design plans, specifications, and engineering estimates (PS&E); long-range transportation planning; software training; contracting assistance; or service requests from the public are not likely to be funded under the Program.

Project Evaluation Criteria

Criterion	Definition	Category	Points
Project Type	Immediacy of benefits expected from the project	Planning	0
		Evaluation	10
		Operations	20
Difficulty	Degree to which consultant expertise and/or assistance is needed	Low to High	0 – 20
Area of Influence	Area that will be benefited by the project	Localized to Region	0 - 20
Multi-Jurisdiction	Number of jurisdictions involved in the project (city or town, county, Caltrans, transit agency)	One	0
		Two	10
		Three or more	20
Multi-Modal	Number of travel modes directly affected by the project (auto, transit, freight, non-motorized)	One	0
		Two	5
		Three or more	10
Population	2000 Census population of sponsor agency	100,000 or more	0
		65,000 – 99,999	5
		< 65,000	10
Maximum Possible Points			100

Attachment B – Sample Project Application



Development and Environmental Services Department
39550 Liberty Street, P.O. Box 5006, Fremont, CA 94537-5006
www.ci.fremont.ca.us

October 31, 2002

Christina Atienza
Metropolitan Transportation Commission
Joseph P. Bort MetroCenter
101 Eight Street
Oakland, CA 94607-4700

Subject: Letter of Interest – Traffic Engineering Technical Assistance Program (TETAP)

Dear Ms. Atienza:

This letter expresses the City of Fremont's interest in participating in this year's TETAP program. The goal of our project is to improve the operations and safety at the intersection of Peralta Boulevard / Dusterberry Way by evaluating the feasibility of a roundabout to replace the existing traffic signal. We believe the installation of a roundabout at this location will improve traffic flow, reduce vehicle emissions, and enhance traffic safety. We seek the assistance of your TETAP consultant to conduct a thorough evaluation and analysis to determine the feasibility of a roundabout at this intersection.

BACKGROUND

Adjacent to residential and light commercial land use, the signalized intersection of Peralta Boulevard / Dusterberry Way is owned and operated by the City of Fremont since October 1981. The alignment is predominately flat, however, with offsetting approaches has resulted with a non-typical operation of exclusive split phasing for each of the four approaches (see attached aerial and signal plan). Initial field observations indicate low vehicular traffic, which may prove the need for a traffic signal otherwise. It should also be noted that City staff has received numerous complaints regarding signal timing and other related traffic issues at the project location that may be mitigated by a traffic roundabout.

The City desires to efficiently control this intersection by means other than a traffic signal in hopes of improving traffic flow, reducing vehicle emissions, and enhancing traffic safety. Situated in a classified redevelopment area, a traffic roundabout may provide an aesthetic asset at the project intersection where a neighborhood park is planned to be developed in the near future.



Building & Safety
510 494-4100

Engineering
510 494-4700

Environmental Services
510 494-4740

Planning
510 494-4440

Attachment B – Sample Project Application (continued)

Ms. Christina Arizena
October 8, 2002
Page 2

SCOPE OF PROJECT

The scope of the project will essentially encompass the evaluation of the current operations of the signalized intersection and seek recommendation of whether the installation of traffic roundabout is feasible and a more viable and efficient means of traffic control at the intersection.

It is anticipated the scope of work will include:


- Meet with City of Fremont staff to discuss project goals, issues and objectives.
- Conduct field observations of current traffic operations at the project intersection particularly during the AM and PM peak periods.
- Conduct vehicular and pedestrian turning movement counts and 24-Hour ADT approach tube counts.
- Perform traffic signal warrant analysis to verify a traffic signal is still warranted at the project intersection.
- Perform intersection analysis using anSIDRA or equivalent analysis software.
- Develop three (3) conceptual design plans/layout for project intersection with roundabout and/or like traffic control device.
- Prepare draft and final report.

The City will provide the following information and services to the consultant:

- Existing traffic signal plans of the project intersection.
- Existing signal timing sheets (local controller settings, phase sequence, etc.).
- Aerial map of the project intersection.
- Staff input during the entire project and timely review and response to all submittals made by the consultant.

We anticipate consultant services for the above-mentioned scope of work will be approximately \$13,000 and request that MTC fund this project. Your consideration of this project is greatly appreciated. If you have any questions or need additional information, please feel free to contact me at (510) 494-4484 or by email at dhuynh@ci.fremont.ca.us.

Sincerely,
City of Fremont


for David Huynh, P.E.
Senior Transportation Engineer

Attachment B – Sample Project Application (continued)

TETAP: City of Fremont - Peralta Blvd / Dusterberry Wy Traffic Signal



SCALE 1 : 1,088
100 0 100 200 300
FEET

<http://gis.mapguide/maps/fremont.mwf>

[illegible]

TETAP: City of Fremont - Peralta Blvd / Dusterberry Way Traffic Signal

Attachment C – Sample Agency Waiver of Claims and Indemnification of MTC

WAIVER OF CLAIMS AND INDEMNIFICATION AGREEMENT Between METROPOLITAN TRANSPORTATION COMMISSION And AGENCY NAME

THIS AGREEMENT is made and entered into as of the insert day day of insert month, 2004, by and between the Metropolitan Transportation Commission, a regional transportation planning agency established pursuant to California Government Code § 66500 et seq., (herein called “MTC”), and agency name (herein called “CITY”/“COUNTY”/“TOWN”).

WITNESSETH

WHEREAS, MTC has entered into a technical services agreement with several consulting firms (herein called “the Consultants”), under which the firms will provide assistance to various Bay Area cities under the Traffic Engineering Technical Assistance Program (herein called “the Project”); and

WHEREAS, CITY/COUNTY/TOWN is participating in the Project by receiving assistance from one of the Consultants (herein called “the Consultant”);

WHEREAS, the parties wish to define CITY’S/COUNTY’S/TOWN’S obligations to MTC respecting waiver of claims and indemnity;

NOW, THEREFORE, the parties hereto agree as follows:

1.0 WAIVER OF CLAIMS AGAINST MTC

CITY/COUNTY/TOWN waives all claims by CITY/COUNTY/TOWN, its directors, supervisors, officers, employees, or agents against MTC, its commissioners, officers, and/or employees for damages, loss, injury and/or liability, direct or indirect, resulting from CITY’S/COUNTY’S/TOWN’S participation in the Project and/or the services provided to CITY/COUNTY/TOWN by the Consultant under contract to MTC. CITY’S/COUNTY’S/TOWN’S waiver shall not apply to liability arising from and caused by the adjudicated or admitted negligence or willful misconduct of MTC, its commissioners, officers, and/or employees.

2.0 INDEMNIFICATION AND DEFENSE

CITY/COUNTY/TOWN agrees to indemnify, hold harmless and defend MTC, its commissioners, officers, and employees from any and all third party claims, demands, lawsuits, liability, loss, damages, injury and/or liability, direct or indirect (including any and all costs and expenses in connection therewith), resulting from or in connection with provision of services to CITY/COUNTY/TOWN by the Consultant under contract with MTC, to the extent such claims, demands, etc. are not covered by the Consultant’s indemnification of MTC in the Consultant’s contract with MTC. CITY’S/COUNTY’S/TOWN’S indemnification obligation shall not apply to liability arising from and caused by the adjudicated or admitted negligence or willful misconduct of MTC, its commissioners, officers, agents, and employees.

IN WITNESS WHEREOF, this agreement has been executed by the parties hereto as of the date first written above.

METROPOLITAN TRANSPORTATION
COMMISSION

AGENCY NAME

Steve Heminger, Executive Director

Name of Authorized Signator, Title

Approved as to form:

Name, City/County/Town Attorney

Attachment D – Consultant Indemnification of MTC and Client Jurisdictions

TETAP consultants are required to indemnify and hold harmless MTC and all client jurisdictions from any and all claims, demands, suits, loss, damages, injury, and/or liability, direct or indirect (including any and all costs and expenses in connection therewith), incurred by reason of any negligent or otherwise wrongful act or omissions of the consultants; and, at their own cost, expense, and risk, to defend any and all claims, actions, suits, or other legal proceedings brought or instituted against MTC and all client jurisdictions, arising out of such negligent or otherwise wrongful act or omission, and to pay and satisfy any resulting judgments.

The indemnification obligation shall not apply to liability arising from and caused by the adjudicated or admitted negligence or willful misconduct of MTC or any client jurisdictions. If the adjudicated or admitted negligence or willful misconduct of MTC or any of the client jurisdictions contributes to a loss, the consultant shall not be obligated to indemnify such indemnitee for the proportionate share of such loss caused by such negligence or willful misconduct.

Attachment E – Consultant Insurance Requirements

TETAP consultants must obtain and maintain at their own expense the following types of insurance for the duration of the agreement: (1) Worker's Compensation Insurance, as required by the law, and Employer's Liability Insurance in an amount no less than \$1,000,000; (2) Commercial General Liability Insurance with a combined single limit of not less than \$1,000,000 for injury to any one person and for any one occurrence and \$2,000,000 general aggregate applying separately to this project; (3) Automobile Liability Insurance in an amount no less than \$1,000,000; and (4) Errors and Omissions Insurance in the amount of \$1,000,000. The Commercial General Liability Insurance policy shall contain an endorsement to include MTC, its Commissioners, officers, representatives, agents and employees and all client jurisdictions as additional insureds and to specify that such insurance is primary and that no MTC or client jurisdiction insurance will be called on to contribute to a loss. Certificates of insurance verifying the coverages and the required endorsements and signed by an authorized representative of the insurer must be delivered to MTC prior to issuance of any payment under the Agreement by MTC.